

POLICY TITLE	Gift of the Fifth		
OWNER	Charlotte or Mish		
DATE OF LAST REVISION	6 January 2021	LAST REVISION WAS MADE BY	Char

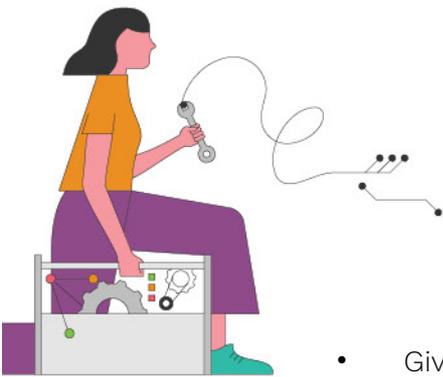
THE OVERVIEW

- The Gift of the Fifth is summarised as the following optional offer for Inventium full-time employees: We give 100 percent remuneration for 80 percent time at work on the condition that 100 percent of agreed productivity is achieved.
- The Gift of the Fifth is based on the Four-Day Week which was pioneered by Andrew Barnes from NZ company, Perpetual Guardian. You can read more [here](#).
- The objectives are:
 - To reduce intention to leave
 - Via improved work-life balance, improved employee wellbeing and increased productivity
- Gift of the Fifth is completely opt-in and is a gift to employees who are interested in partaking. Employees may have weeks where they do need to (or choose to) work five days, and may not have a four-day week every week. It will be flexible depending on individual employees, the business and our clients.

THE INTENTION

- You need to take responsibility for putting yourself in a position where you can accept this gift. You will need to change how you work, and this won't be all easy.
- If you don't want to accept the gift, you don't have to. No judgement.
- Sometimes you might not be able to take the gift. But the gift is there and waiting, guilt free, whenever you can accept it!
- Give the gift to yourself - do something that makes you happy, or broadens your knowledge





- Give the gift to others - do something for others - family, friends, volunteer etc
- Give the gift back to the team - use the power of unconscious thought on your fifth day to generate ideas to tricky problems. Make sure you share your gifts when you return!
- If others can accept the gift more often than you, be happy for them, and ask them for tips on how you might be able to receive the gift more often too!

THE LOGISTICS

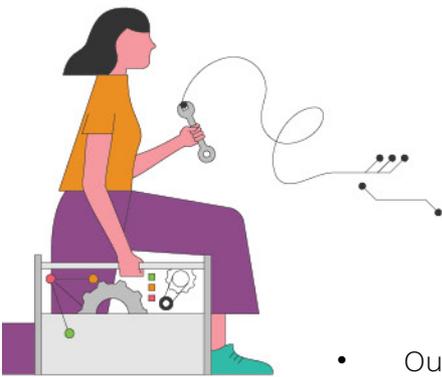
In deciding how to structure the Gift of the Fifth, there were three potential options:

1. Everyone (who opts in) takes the same day off, each week.
2. Split the team - 50% take one day off, 50% take a different day off
3. Individuals pick whatever day they like (which may stay the same each week, or change) (this would also provide flexibility in terms of working 80% over the entire week - e.g. not working two half-days, or working compressed hours over five days).

We have chosen Option 1 because we believe it will be the most minimally disruptive to our clients and to team cohesiveness (especially given we are all working 100% remotely). Having the same day off as a team gives us the best chance at working collaboratively and minimising scheduling conflicts. We have chosen Friday because we assume that employees would prefer a long-weekend, and that Monday is often a day to set up for the week, so is not ideal for a team day off.

- When you are working a four-day week, make sure you turn your Out Of Office on on Friday. Clients will be able to call you directly on your mobile if an emergency arises. The expectation is that employees will get back to clients on Fridays if they deem it necessary.
- Elaine will manage the Hello inbox as well as answer the phone from 9am - 3pm on Fridays and check the mailbox. If Elaine deems it necessary, she will contact the relevant person first, and if no response, will reach out to Georgia or Mish.





- Our answering machine will refer to Inventium's office hours as Monday - Thursday, 9am - 5pm.
- If you choose not to opt-in to the four-day week, or are working five days that week, you will work as normal.
- Please update your diary weekly as to whether you are working on Friday or not, so that your team members can also plan accordingly (or call to say Hi! on Friday if you are both working).
- If you are working and need something from a colleague who is not working, the onus is on you to determine whether you need to call them on their day off. Most people are happy to speak, but would appreciate consideration of importance and urgency. If an email is sent, it is up to the receiver to decide whether or not to respond on a day off.
- Employees are free to do whatever they like on their day off. There is no requirement to "do" something or report back (but we'd love to hear how you use your time and hopefully benefit from this gift!).

WHO SHOULD I GO TO?

- Questions on this policy, the initiative, the trial? CHARLOTTE
- Questions on your performance/productivity/OKRAs? MISH
- Questions on how to be more productive? AMANTHA
- Questions on how four-day week fits with Flexi-time or leave policies? GEORGIA
- Anything else? Whoever in the team you feel most comfortable speaking to :)

